20 August 1979 `

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MEMORANDUM FOR:

DCI Logistics Officer

FROM

: PB/NSC Coordinator

SUBJECT

Request for Logistical Support (Refrigerator)

1. All of the functions involving support to the DCI for all Presidential Briefings and NSC matters have recently been consolidated in the DCI's Presidential Briefing/NSC Coordination Staff located in Room 7E23.

- 2. The nature of the activity performed by this staff requires long and irregular hours. During the week members of the staff routinely work late and on weekends. The working schedule and the pace of activity often necessitates the missing of regular meals. If a small office refrigerator were available this would allow members of this office to keep food available for those times when it is impossible to go out.
- 3. It is therefore requested that a small refrigerator be provided this office. The size should be comparable to the one in Executive Registry and, if choice of color is possible, a wood grain finish.

STATINTL

cc: ES

Reguest was